

**City of Lowell**  
**Job Description**  
**Please Post: October 18, 2016**  
**Deadline: November 1, 2016**  
**Career Center of Lowell**  
**Career Advisor I**

**Job Title:** Career Advisor I (1100-DH07, 2336)  
**Department:** Career Center of Lowell  
**Reports to:** Career Center Manager  
**Union:** Ordinance/ Non-Union  
**Wage:** \$44,203.12 (min) to \$51,821.12 (max); annually  
35 hours per week- Grant Funded

**SUMMARY**

Provide core, intensive, training, and case management services to a diverse population of Career Center of Lowell customers. Provide intake, assessment, individual counseling, and job placement assistance. Conduct follow up and track each customer as they progress through to job placement. Complete extensive documentation in our database detailing the customer's career plan and goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

include the following. Other duties may be assigned:

- Conducts comprehensive assessment for each customer in the case load including utilizing Labor Market Information and resume review to develop a case plan.
- Identify training needs; participates in a team approach in determining the customer's suitability for participation in WIOA funded training programs.
- Provide job placement assistance, which includes job development and work closely with the Business Services team for our higher level professional customers to identify job opportunities.
- Oversee a complex and extensive case load
- Will conduct Re-employment Assessments for our REA grant which includes intensive one on one career plan development and resume review
- Maintain ongoing customer contact (minimum of 30 days) to determine progress of job search and/or training until the customer has found employment. Provide 12 months of follow-up/job retention services.
- Disseminate information regarding our workshop schedule, job postings of interest , job fairs, guest speakers, and articles related to finding employment
- Assist in the certification of eligibility for customers to enroll into WIOA Title I Adult, Dislocated Worker, Trade, National Emergency Grant (NEG), and Specialty funded services. Inspects and verifies all electronic and hard copy records to ensure the justifications and supportive documentation are properly contained in all files for monitoring and compliance with regulations/Agency policies and procedures.

- Maintain and document all services and notes into the MOSES system for monitoring compliance.
- Other duties as assigned

## **QUALIFICATION**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

Undergraduate Degree or equivalent experience desired in the areas of Counseling, Social Work, or Human Services. Three to five year's experience in providing employment and career counseling. Knowledge of Professional Resume Writing required.

## **LANGUAGE SKILLS**

***Bi-Lingual (Khmer) Preferred.*** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios and percentages based on established guidelines published by the State and/or Federal government.

## **OTHER SKILLS AND ABILITIES**

Ability to understand and be sensitive to the needs of the economically disadvantaged and dislocated worker. Must have excellent written and oral communication skills and ability to document services into MOSES database system. Strong customer service skills are mandatory.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid driver's license.

## **COST ALLOCATION CLASSIFICATION**

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocations of all agency State and Federal Grant funding sources.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The work environment is very fast paced.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

***Qualified individuals send resume and application to the Human Relations Office, Mary Callery, Human Relations Manager, Room 19, City Hall, Lowell, MA 01852 by 4:00pm, Deadline: November 1, 2016.***

***Applicants may also email resume and application to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov) or to fax 978-446-7102.***

**EOE/AA/504 Employer**